

SENIOR LEGAL ANALYST

OPEN – STATEWIDE

CONTINUOUS TESTING



State of California
DEPARTMENT OF
JUSTICE
P.O. BOX 944255
Sacramento, CA 94244-2550

CALIFORNIA STATE GOVERNMENT · AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

IT IS THE OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

CONTINUOUS TESTING

The testing office will accept examination packets continuously. Testing is considered continuous as cut-off dates can be set at any time as needs warrant. Applications will be reviewed to ensure the minimum requirements for participation in this exam are met. Possession of the entrance requirements does not assure a place on the eligible list. Names of successful competitors will be merged into the list in order of final scores, regardless of test date. Once you have taken the Training and Experience Questionnaire examination, you may not retest for twelve (12) months from the established list date.

WHO CAN APPLY

Persons who meet the minimum qualifications as stated on this bulletin. This is an Open Examination. Applications will not be accepted on a promotional basis.

FILING INSTRUCTIONS

All applicants must complete and return the entire examination packet. The examination packet must include the following:

- [State Examination Application \(Form STD 678\)](#)
- [Training and Experience Questionnaire](#)

Mailing Address:

Department of Justice
Testing and Selection Unit
P.O. Box 944255
Sacramento, CA 94244-2550

File in Person:

Department of Justice
Testing and Selection Unit
1300 "I" Street, 1st Floor Lobby
Sacramento, CA 95814

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD, ONLINE, VIA INTER-AGENCY MAIL OR FAX.

RECRUITMENT SURVEY

As part of the application process, please follow [this web link](#) to complete a recruitment survey. If you are viewing this in paper form, visit the following website at www.aq.ca.gov/careers/exams.php

SPECIAL TESTING ARRANGEMENTS

If you are an individual with a disability and need reasonable accommodation to participate in this examination, please mark the box in question #2 on the "Examination Application". You will be notified in writing to determine what assistance can be provided.

SALARY RANGE

\$4619-\$5784

The salaries used in this bulletin are the latest available from the State Controller's Office, but may not reflect the most recent salary adjustment.

ELIGIBLE LIST INFORMATION

An open eligible list will be established for the Department of Justice. The names of successful competitors will be merged on the list in order of final scores, regardless of date. Competitors' eligibility will expire 18 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

All applicants must meet the education and/or experience requirements by the announced cut-off date. All applications/resumes must include "To" and "From" employment dates (Month/Day/Year), time base, and applicable classification titles.

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SENIOR LEGAL ANALYST

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MINIMUM QUALIFICATIONS

The following patterns may be combined proportionally, when applicable to meet the overall requirements.

EITHER I

EXPERIENCE: Two years of experience in the California state service performing the duties of a Legal Analyst.

OR II

Four years of progressively responsible paralegal experience performing the duties in one or a combination of the following specialty areas: Litigation and trial, preparation, administrative law and procedures, criminal law and procedures, corporate and business law, medical malpractice, estate and tax law, environmental and land use law, antitrust, labor and consumer law. Experience in California state service applied toward this requirement must include one year performing the duties of Legal Analyst.)

(Candidates who are within six months of satisfying the experience requirement for this class will be admitted to the examination, but they must fully meet the experience requirement before being eligible for appointment.)

DEFINITION OF TERMS

The words “**performing the duties of...**” means the applicant must have the amount of experience in State service in the class specified (or on a training and development (T&D), limited term, or approved out-of-classes assignment to the class).

POSITION DESCRIPTION

Under direction of an attorney who shall accept full responsibility for the tasks performed, the Senior Legal Analyst reviews and analyzes client agency requests for legal services, develops strategies and proposals to rectify problem areas; analyze statutory and regulatory authority, prepares analyses of legislation and regulations, drafts legislation and regulation proposals for client agencies, monitors progress of legislation and regulations; drafts legislation and regulation proposals for client agencies, monitors progress of legislation an regulations; designs and conduct investigations, identifies issues of concern for investigations, interviews witnesses, gathers documentation, drafts declarations, makes recommendations for search warrants; researches and analyzes statutory and case law authority relating to specific issues and makes recommendations concerning handling of the issues; drafts various pleadings on the most complex issues; summarizes and categorizes and deposition transcripts, creates manual and computerized system for managing discovery documents, analyzes and summarizes trial evidence, assists attorney in trial; identifies, contracts and screens expert witnesses, assists attorney in preparing expert witnesses for depositions and trial testimony; analyzes and summarizes expert witness statements; attends settlement negotiations and drafts settlement agreements; creates systems for gathering and tracking litigation information; develops paralegal training material and trains other paralegals; serves as consultant to attorneys and others; may serve in a lead capacity over other paralegals.

EXAMINATION INFORMATION

The examination will consist of a Training and Experience Questionnaire and is the sole component of the Senior Legal Analyst examination. To obtain a position on the eligible list a minimum score of 70% must be received.

TRAINING AND EXPERIENCE QUESTIONNAIRE-WEIGHTED 100%

In addition to evaluating the competitor’s relative abilities as demonstrated by quality and breadth of experience, emphasis in the Training and Experience Questionnaire process will be on measuring the following competencies:

- Writing
- Analytical Reasoning
- Legal Research
- Using Technology
- Technical Expertise
- Court Room/Hearing Experience

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ADDITIONAL REQUIREMENTS	<hr/> <p>Under Section 432.7(e) of the Labor Code, persons seeking employment with the Department of Justice may be asked to disclose arrest or detention information regardless of whether or not the arrest or detention resulted in conviction, referral, or participation in diversion programs prior to appointment. Department of Justice regulations may require, as a minimum, pre-employment investigations consisting of fingerprinting; inquiry to local, State, and national files to disclose criminal records; verification of minimum qualifications (i.e., college transcripts); financial status; previous employment background; and personal interviews to determine applicant's suitability for employment.</p>
VETERANS PREFERENCE CREDITS/ CAREER CREDITS	<hr/> <p>Veterans Preference Credits or Career Credits <u>do not</u> apply in this examination.</p> <hr/>

GENERAL INFORMATION

The Department of Justice reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all candidates will be notified.

It is the Candidate's Responsibility to contact the Department of Justice, (916) 324-5039, TDD (916) 952-8396 three days prior to the written test date if he/she has not received his/her notice.

For an examination without a written feature it is the candidate's responsibility to contact the Department of Justice, (916) 324-5039, TDD (916) 952-8396 three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at the State Personnel Board Offices (www.spb.ca.gov), and local Offices of the Employment Development Department (www.edd.ca.gov).

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, interviews are scheduled in Sacramento, San Francisco, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub divisional promotional, 2) departmental promotional, 3) multi departmental promotional, 4) service wide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older list must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Interview Scope: If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel will consider education, experience, personal development, personal traits and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.

Veterans Preference: California law limits the granting of veterans preference credits to entrance examinations. When credit is granted it is as follows: 10 points for veterans, widows or widowers of veterans and spouses of 100% disabled veterans; and 15 points for disabled veterans. Directions for applying for veterans preference are on the Veterans Preference application form which is available from State Personnel Board offices or written test proctors.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

Career Credits: In open, nonpromotional examinations, career credits are granted to: 1) State employees with permanent civil service status, 2) full-time employees of the State who are exempt from State civil service pursuant to the provisions of Section 4 of Article VII of the California Constitution, and who meet all qualification requirements specified by the Board and have 12 consecutive months of service in an exempt position, and 3) individuals who have served one full year in, or are graduates of, the California Conservation Corps (eligibility shall expire 24 months after graduation from the California Conservation Corps). Three points are added to the final test score of those candidates who meet the above criteria, and who are successful in the examination. Such examinations cannot be for managerial positions described in Government Code Section 3513. Competitors not currently employed in State civil service who have mandatory reinstatement rights may also be eligible for career credits, but they must explain their civil service status in the appropriate section of the application Form 100-678. (Section 4 of article VII of the California Constitution is posted at the State Personnel Board, 801 Capitol Mall, Sacramento.)

If hearing impaired, call the California Relay Service.

1-800-735-2929 (From TDD Phone)

1-800-735-2922 (From Voice Phone)

TDD is Telecommunications Device for the Deaf and is reachable only from telephones equipped with a TDD device.

DEPARTMENT OF JUSTICE
TESTING AND SELECTION UNIT
P.O. BOX 944255
SACRAMENTO, CA 94255-2550
(916) 324-5039



California Department of Justice

Senior Legal Analyst

Training and Experience Questionnaire

This Training and Experience (T&E) Questionnaire is the examination for the classification of Senior Legal Analyst. The results of this examination will determine your placement on the hiring list for the classification should any open positions become available.

The assessment is a self-rating process. In the following pages, you will rate yourself on a series of statements designed to measure how your education, training, and work history has provided you the essential knowledge, skills, and abilities required to successfully perform in the Senior Legal Analyst position. Your responses in this questionnaire may be later used as information for follow-up questions during a hiring interview.

The overall assessment consists of 5 sections:

- Writing
- Analytical Reasoning
- Legal Research
- Using Technology
- Technical Expertise

The T&E Questionnaire is the sole component of the Senior Legal Analyst examination. All instructions should be read carefully and understood before completing this examination. Failure to do so may result in an inability to process your T&E Questionnaire and disqualification from this examination. Please keep a copy of your completed questionnaire for your records.

If you have any questions regarding this questionnaire, please contact:

Lucy Schindehette
Testing and Selection Unit
(916) 327-4209
lucy.schindehette@doj.ca.gov

How to take a T&E

What is a T&E?

A Training and Experience Questionnaire (T&E) is a way to measure the previous experience, training, and/or education that a candidate has that is relevant to the job for which the exam is being conducted.

T&Es are typically questionnaires that consist of a series of statements that represent qualities important for successful job performance. You will be asked to rate yourself on the experience, training, and education that you will bring to the job.

How do I rate myself?

Making judgments about your own level of skills or amount of experience can be a difficult task, but there are steps you can take to help increase the accuracy of your ratings.

- To start, pull together some important personal reference materials. You're most likely going to be asked to rate yourself based on your previous work experience. It can be difficult to accurately recall in detail the accomplishments you have achieved in your career. So take a moment to refresh your memory.
 - Pull out your resume and review it. Update it if you need to. Look over your previous positions and the tasks that you performed while in those positions.
 - Review past performance appraisals. These may contain development plans or details of projects that you completed in the past.
 - Look over your transcripts. Remind yourself of the courses that you have taken in your educational path. If there are educational requirements, you may be asked about specific courses that you took while pursuing your education.
 - Make a list of training courses and professional classes that you have taken throughout your career. Note any certifications that you may have achieved. Sometimes you may not have the previous work experience but you may have taken coursework that exposed you to similar knowledge or skills.
 - Read the questions and the response options carefully. Consider all your relevant training and experience.

How do I choose which rating best represents me?

- After you have reviewed some of your personal reference materials you should be in a pretty good position to rate yourself accurately.
 - Be honest. Don't diminish your accomplishments or the amount of time that you have put into your career. As you rate yourself, keep your personal resources next to you and refer to them as needed to refresh your memory.
 - Be truthful. Don't exaggerate what you have done. While it's common to want to present yourself to the best advantage, T&Es are of most use when your ratings are accurate. Rating yourself higher in certain experiences or indicating that you have more training than you do in actuality isn't necessarily going to result in a higher score. Often candidates' responses on the T&E questionnaire are confirmed during the hiring interview. Blatantly falsifying your employment history may lead to disciplinary action and/or removal from the employment list.

Affirmation Page

All applicants **must complete and return the entire** Training and Experience Questionnaire and Affirmation page to be considered for this examination process.

The completed Training and Experience Questionnaire and Affirmation page must be returned to one of the following addresses:

Mailing Address:

Department of Justice
Testing & Selection Unit
PO Box 944255
Sacramento, CA 94244-2550

File in Person:

Department of Justice
Testing & Selection Unit
1300 I Street, 1st Floor Lobby
Sacramento, CA 95814

I hereby certify that the information provided on this Training and Experience Questionnaire is true and correct to the best of my knowledge and contains no willful misrepresentations or falsifications. I also understand that if it is later discovered that I have made any false representations, I may be removed from the examination and/or the eligible list resulting from this examination, suffer loss of State employment, and/or suffer loss of right to compete in any future State examinations.

Your Signature: _____ Date: _____

Your Name (printed): _____

Contact Information:

Address: _____

City, State, Zip _____

Phone Number: _____

Email address: _____

Training and Experience Questionnaire

Section # 1: Writing (Questions 1-8)

Read each item carefully and select the option that best corresponds with your response. Please select only one response per item.

Senior Legal Analysts at the Department of Justice are required to write and edit a wide variety of legal and technical documents with minimal supervision or oversight. Many of these documents may be critical components of high stakes cases. For each question below, please rate the quantity, context, and recency of your training and experience.

1. Writing legal briefs as part of complex or high stakes legal proceedings.

Considering your previous work experience and education, how often did you perform the above task?

- One or more times per week.
- One or more times per month, but less than weekly.
- One or more times per quarter, but less than monthly.
- One or more times per year, but less than quarterly.
- Less than once per year.
- Never, but willing to learn.

Considering your previous work experience and education, what is the total amount of time you have spent performing this task?

- I performed this work for a period of 4 or more years.
- I performed this work for at least 3 years, but less than 4 years.
- I performed this work for at least 2 years, but less than 3 years.
- I performed this work for at least 1 year, but less than 2 years.
- I performed this work for less than 1 year.

What is the highest level of independence you have been given when performing this task?

- I have performed this task by myself without co-worker assistance.
- I have worked closely with others on a daily basis in performing this task.
- I have assisted my supervisor or co-workers in performing this task.
- I have little or no experience performing this task but I would be willing to learn.

2. Writing legal pleadings as part of complex or high stakes legal proceedings.

Considering your previous work experience and education, how often did you perform the above task?

- One or more times per week.
- One or more times per month, but less than weekly.
- One or more times per quarter, but less than monthly.
- One or more times per year, but less than quarterly.
- Less than once per year.
- Never, but willing to learn.

Considering your previous work experience and education, what is the total amount of time you have spent performing this task?

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- I have worked closely with others on a daily basis in performing this task.
- I have assisted my supervisor or co-workers in performing this task.
- I have little or no experience performing this task but I would be willing to learn.

3. Writing legal motions as part of complex or high stakes legal proceedings.

Considering your previous work experience and education, how often did you perform the above task?

- One or more times per week.
- One or more times per month, but less than weekly.
- One or more times per quarter, but less than monthly.
- One or more times per year, but less than quarterly.
- Less than once per year.
- Never, but willing to learn.

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- I have worked closely with others on a daily basis in performing this task.
- I have assisted my supervisor or co-workers in performing this task.
- I have little or no experience performing this task but I would be willing to learn.

4. Writing discovery documents (interrogatories, etc.) for use as part of complex or high stakes legal proceedings.

Considering your previous work experience and education, how often did you perform the above task?

- One or more times per week.
- One or more times per month, but less than weekly.
- One or more times per quarter, but less than monthly.
- One or more times per year, but less than quarterly.
- Less than once per year.
- Never, but willing to learn.

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- I have assisted my supervisor or co-workers in performing this task.
- I have little or no experience performing this task but I would be willing to learn.

5. Write memos, letters or other standard forms of communication (excluding email messages) for the purpose of communicating with clients, attorneys, government officials, or members of the general public.

Considering your previous work experience and education, how often did you perform the above task?

- One or more times per week.
- One or more times per month, but less than weekly.
- One or more times per quarter, but less than monthly.
- One or more times per year, but less than quarterly.
- Less than once per year.
- Never, but willing to learn.

Considering your previous work experience and education, what is the total amount of time you have spent performing this task?

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- I have worked closely with others on a daily basis in performing this task.
- I have assisted my supervisor or co-workers in performing this task.
- I have little or no experience performing this task but I would be willing to learn.

6. Use “Shepherd’s” to update or verify the reliability or accuracy of cited legal authority/precedent.

Considering your previous work experience and education, how often did you perform the above task?

- One or more times per week.
- One or more times per month, but less than weekly.
- One or more times per quarter, but less than monthly.
- One or more times per year, but less than quarterly.
- Less than once per year.
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- I have assisted my supervisor or co-workers in performing this task.
- I have little or no experience performing this task but I would be willing to learn.

7. Apply standard legal formatting to documents in accordance with the California Style Manual and the Harvard Blue Book.

Considering your previous work experience and education, how often did you perform the above task?

One or more times per week.

One or more times per month, but less than weekly.

One or more times per quarter, but less than monthly.

One or more times per year, but less than quarterly.

Less than once per year.

Never, but willing to learn.

Considering your previous work experience and education, what is the total amount of time you have spent performing this task?

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I have performed this task by myself without co-worker assistance.

I have worked closely with others on a daily basis in performing this task.

I have assisted my supervisor or co-workers in performing this task.

I have little or no experience performing this task but I would be willing to learn.

8. Edit legal documents to correct spelling, grammar, and formatting.

Considering your previous work experience and education, how often did you perform the above task?

- One or more times per week.
- One or more times per month, but less than weekly.
- One or more times per quarter, but less than monthly.
- One or more times per year, but less than quarterly.
- Less than once per year.
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- I have little or no experience performing this task but I would be willing to learn.

Section # 2: Analytical Reasoning (Questions 9-11)

Read each item carefully and select the option that best corresponds with your response. Please only make one response per item.

The ability to apply critical thinking is necessary for a Senior Legal Analyst to perform the duties of their job. For each question below, please rate the quantity, context, and recency of your training and experience.

9. Gathering and analyzing disparate facts and other information in order to provide that information to legal staff, management, or other individuals.

Considering your previous work experience and education, how often did you perform the above task?

- One or more times per week.
- One or more times per month, but less than weekly.
- One or more times per quarter, but less than monthly.
- One or more times per year, but less than quarterly.
- Less than once per year.
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- I have performed this task by myself without co-worker assistance.
- I have worked closely with others on a daily basis in performing this task.
- I have assisted my supervisor or co-workers in performing this task.
- I have little or no experience performing this task but I would be willing to learn.

10. Reviewing arguments presented in written documents for logical consistency, clarity, completeness, and accuracy.

Considering your previous work experience and education, how often did you perform the above task?

- One or more times per week.
- One or more times per month, but less than weekly.
- One or more times per quarter, but less than monthly.
- One or more times per year, but less than quarterly.
- Less than once per year.
- Never, but willing to learn.

Considering your previous work experience and education, what is the total amount of time you have spent performing this task?

- I performed this work for a period of 4 or more years.
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- I have worked closely with others on a daily basis in performing this task.
- I have assisted my supervisor or co-workers in performing this task.
- I have little or no experience performing this task but I would be willing to learn.

11. Use the Identification, Rule, Application, Conclusion (IRAC) process to analyze data, client files, and cases.

Considering your previous work experience and education, how often did you perform the above task?

- One or more times per week.
- One or more times per month, but less than weekly.
- One or more times per quarter, but less than monthly.
- One or more times per year, but less than quarterly.
- Less than once per year.
- Never, but willing to learn.

Considering your previous work experience and education, what is the total amount of time you have spent performing this task?

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- I have worked closely with others on a daily basis in performing this task.
- I have assisted my supervisor or co-workers in performing this task.
- I have little or no experience performing this task but I would be willing to learn.

Section # 3: Legal Research (Questions 12-14)

Read each item carefully and select the option that best corresponds with your response. Please select only one response per item.

Planning and conducting legal research is a significant portion of a Senior Legal Analyst's job at the Department of Justice. For each question below, please rate the quantity, context, and recency of your training and experience.

12. Using online research tools (e.g., LexisNexis, Westlaw, proprietary legal search engines)

Considering your previous work experience and education, how often did you perform the above task?

- One or more times per week.
- One or more times per month, but less than weekly.
- One or more times per quarter, but less than monthly.
- One or more times per year, but less than quarterly.
- Less than once per year.
- Never, but willing to learn.

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- I performed this work for at least 3 years, but less than 4 years.
- I performed this work for at least 2 years, but less than 3 years.
- I performed this work for at least 1 year, but less than 2 years.
- I performed this work for less than 1 year.

What is the highest level of independence you have been given when performing this task?

- I have performed this task by myself without co-worker assistance.
- I have worked closely with others on a daily basis in performing this task.
- I have assisted my supervisor or co-workers in performing this task.
- I have little or no experience performing this task but I would be willing to learn.

13. Using a designated Law Library

Considering your previous work experience and education, how often did you perform the above task?

- One or more times per week.
- One or more times per month, but less than weekly.
- One or more times per quarter, but less than monthly.
- One or more times per year, but less than quarterly.
- Less than once per year.
- Never, but willing to learn.

Considering your previous work experience and education, what is the total amount of time you have spent performing this task?

- I performed this work for a period of 4 or more years.
- I performed this work for at least 3 years, but less than 4 years.
- I performed this work for at least 2 years, but less than 3 years.
- I performed this work for at least 1 year, but less than 2 years.
- I performed this work for less than 1 year.

What is the highest level of independence you have been given when performing this task?

- I have performed this task by myself without co-worker assistance.
- I have worked closely with others on a daily basis in performing this task.
- I have assisted my supervisor or co-workers in performing this task.
- I have little or no experience performing this task but I would be willing to learn.

14. Interpreting findings presented in research reports or other documents while conducting legal research.

Considering your previous work experience and education, how often did you perform the above task?

- One or more times per week.
- One or more times per month, but less than weekly.
- One or more times per quarter, but less than monthly.
- One or more times per year, but less than quarterly.
- Less than once per year.
- Never, but willing to learn.

Considering your previous work experience and education, what is the total amount of time you have spent performing this task?

- I performed this work for a period of 4 or more years.
- I performed this work for at least 3 years, but less than 4 years.
- I performed this work for at least 2 years, but less than 3 years.
- I performed this work for at least 1 year, but less than 2 years.
- I performed this work for less than 1 year.

What is the highest level of independence you have been given when performing this task?

- I have performed this task by myself without co-worker assistance.
- I have worked closely with others on a daily basis in performing this task.
- I have assisted my supervisor or co-workers in performing this task.
- I have little or no experience performing this task but I would be willing to learn.

Section # 4: Using Technology (Questions 15-17)

Read each item carefully and select the option that best corresponds with your response. Please select only one response per item.

Senior Legal Analysts are expected to use a variety of computer based tools in the course of their duties. These tools include word-processing programs, case management software, e-mail software, and time keeping software. For each question below, please rate the quantity, context, and recency of your training and experience.

15. Search databases containing legal information or relevant facts.

Considering your previous work experience and education, how often did you perform the above task?

- One or more times per week.
- One or more times per month, but less than weekly.
- One or more times per quarter, but less than monthly.
- One or more times per year, but less than quarterly.
- Less than once per year.
- Never, but willing to learn.

Considering your previous work experience and education, what is the total amount of time you have spent performing this task?

- I performed this work for a period of 4 or more years.
- I performed this work for at least 3 years, but less than 4 years.
- I performed this work for at least 2 years, but less than 3 years.
- I performed this work for at least 1 year, but less than 2 years.
- I performed this work for less than 1 year.

What is the highest level of independence you have been given when performing this task?

- I have performed this task by myself without co-worker assistance.
- I have worked closely with others on a daily basis in performing this task.
- I have assisted my supervisor or co-workers in performing this task.
- I have little or no experience performing this task but I would be willing to learn.

16. Use case management software to retrieve/edit information.

Considering your previous work experience and education, how often did you perform the above task?

- One or more times per week.
- One or more times per month, but less than weekly.
- One or more times per quarter, but less than monthly.
- One or more times per year, but less than quarterly.
- Less than once per year.
- Never, but willing to learn.

Considering your previous work experience and education, what is the total amount of time you have spent performing this task?

- I performed this work for a period of 4 or more years.
- I performed this work for at least 3 years, but less than 4 years.
- I performed this work for at least 2 years, but less than 3 years.
- I performed this work for at least 1 year, but less than 2 years.
- I performed this work for less than 1 year.

What is the highest level of independence you have been given when performing this task?

- I have performed this task by myself without co-worker assistance.
- I have worked closely with others on a daily basis in performing this task.
- I have assisted my supervisor or co-workers in performing this task.
- I have little or no experience performing this task but I would be willing to learn.

17. Use computer peripherals including jump (flash memory) drives and digital scanners or digital senders.

Considering your previous work experience and education, how often did you perform the above task?

- One or more times per week.
- One or more times per month, but less than weekly.
- One or more times per quarter, but less than monthly.
- One or more times per year, but less than quarterly.
- Less than once per year.
- Never, but willing to learn.

Considering your previous work experience and education, what is the total amount of time you have spent performing this task?

- I performed this work for a period of 4 or more years.
- I performed this work for at least 3 years, but less than 4 years.
- I performed this work for at least 2 years, but less than 3 years.
- I performed this work for at least 1 year, but less than 2 years.
- I performed this work for less than 1 year.

What is the highest level of independence you have been given when performing this task?

- I have performed this task by myself without co-worker assistance.
- I have worked closely with others on a daily basis in performing this task.
- I have assisted my supervisor or co-workers in performing this task.
- I have little or no experience performing this task but I would be willing to learn.

Section # 5: Technical Expertise (Questions 18-20)

Read each item carefully and select the option that best corresponds with your response. Please select only one response per item.

Senior Legal Analyst are often called on to handle the more technical details of legal document creation, research, and trial preparation. For each question below, please rate the quantity, context, and recency of your training and experience.

18. Create chronologies and timelines.

Considering your previous work experience and education, how often did you perform the above task?

- One or more times per week.
- One or more times per month, but less than weekly.
- One or more times per quarter, but less than monthly.
- One or more times per year, but less than quarterly.
- Less than once per year.
- Never, but willing to learn.

Considering your previous work experience and education, what is the total amount of time you have spent performing this task?

- I performed this work for a period of 4 or more years.
- I performed this work for at least 3 years, but less than 4 years.
- I performed this work for at least 2 years, but less than 3 years.
- I performed this work for at least 1 year, but less than 2 years.
- I performed this work for less than 1 year.

What is the highest level of independence you have been given when performing this task?

- I have performed this task by myself without co-worker assistance.
- I have worked closely with others on a daily basis in performing this task.
- I have assisted my supervisor or co-workers in performing this task.
- I have little or no experience performing this task but I would be willing to learn.

19. Research and apply local rules of court (all levels), CA Rules of Court, C.C.P., and Federal Civil Procedure.

Considering your previous work experience and education, how often did you perform the above task?

- One or more times per week.
- One or more times per month, but less than weekly.
- One or more times per quarter, but less than monthly.
- One or more times per year, but less than quarterly.
- Less than once per year.
- Never, but willing to learn.

Considering your previous work experience and education, what is the total amount of time you have spent performing this task?

- I performed this work for a period of 4 or more years.
- I performed this work for at least 3 years, but less than 4 years.
- I performed this work for at least 2 years, but less than 3 years.
- I performed this work for at least 1 year, but less than 2 years.
- I performed this work for less than 1 year.

What is the highest level of independence you have been given when performing this task?

- I have performed this task by myself without co-worker assistance.
- I have worked closely with others on a daily basis in performing this task.
- I have assisted my supervisor or co-workers in performing this task.
- I have little or no experience performing this task but I would be willing to learn.

20. Prepare exhibit and witness binders for Trial.

Considering your previous work experience and education, how often did you perform the above task?

- One or more times per week.
- One or more times per month, but less than weekly.
- One or more times per quarter, but less than monthly.
- One or more times per year, but less than quarterly.
- Less than once per year.
- Never, but willing to learn.

Considering your previous work experience and education, what is the total amount of time you have spent performing this task?

- I performed this work for a period of 4 or more years.
- I performed this work for at least 3 years, but less than 4 years.
- I performed this work for at least 2 years, but less than 3 years.
- I performed this work for at least 1 year, but less than 2 years.
- I performed this work for less than 1 year.

What is the highest level of independence you have been given when performing this task?

- I have performed this task by myself without co-worker assistance.
- I have worked closely with others on a daily basis in performing this task.
- I have assisted my supervisor or co-workers in performing this task.
- I have little or no experience performing this task but I would be willing to learn.

THIS CONCLUDES THE TRAINING AND EXPERIENCE QUESTIONNAIRE

**Please submit this document along with any other required documentation
per the instructions on page 3.**

DEPARTMENT OF JUSTICE
SENIOR LEGAL ANALYST
OPEN - STATEWIDE

CONDITIONS OF EMPLOYMENT
FORM 631
IDENTIFICATION #: _____
(Personnel Office Use ONLY)

NAME: _____ (PLEASE PRINT)
Last First M.I.

If you are successful in the above examination, your name will be placed on the active list and certified to fill vacancies according to the conditions you have specified on this form.
If you are unable to accept employment or do not reply to contacts from the department, your name will be placed on the inactive list for this classification.

PLEASE SELECT YOUR CHOICE(S) INDICATING LOCATION(S) YOU ARE WILLING TO WORK:

- | | | |
|--------------------------|--------|-----------------------|
| <input type="checkbox"/> | (05) | Anywhere in the State |
| <input type="checkbox"/> | (0100) | Oakland |
| <input type="checkbox"/> | (1000) | Fresno |
| <input type="checkbox"/> | (3800) | San Francisco |
| <input type="checkbox"/> | (1900) | Los Angeles |
| <input type="checkbox"/> | (3700) | San Diego |
| <input type="checkbox"/> | (3400) | Sacramento |

PLEASE SELECT THE TYPE OF APPOINTMENT(S) YOU WILL ACCEPT

Please Check Your Choice:

- | | | |
|--------------------------|-----|--|
| <input type="checkbox"/> | (D) | Permanent - full time <u>only</u> . |
| <input type="checkbox"/> | (R) | Permanent - part time or intermittent or
Temporary - full time, part time, or intermittent. |
| <input type="checkbox"/> | (A) | All of the above |

NOTE: PLEASE NOTIFY THE DEPARTMENT OF JUSTICE/ TESTING AND SELECTION UNIT,
IN WRITING, OF ANY CHANGE IN YOUR ADDRESS OR AVAILABILITY FOR EMPLOYMENT.

DEPARTMENT OF JUSTICE
TESTING & SELECTION OFFICE
1300 "I" STREET
SACRAMENTO, CA 95814